

Military EOT Complaint/Appeal Procedures

This is a way for military members to present/appeal their allegations of unlawful discrimination and sexual harassment to the offending party or to a person(s) who occupies a position of authority (Supervisor, 1st Sergeant, Commander, Military Equal Opportunity Office, IG). However, we recommend that all military members try to follow the steps outlined below before seeking Military Equal Opportunity Offices assistance. Military Equal Opportunity Office is your OPR for all EOT-related complaints. We offer an open door to everyone seeking assistance.

If an alleged incident of discrimination or sexual harassment occurs:

1. Attempt to resolve informally by directly confronting the individual(s) orally or in writing. Clearly state the nature of the inappropriate behavior. Document all actions taken.
2. Use the chain of command and report the incident ASAP. (Within 60 days of occurrence.)
3. Mediation between parties is an option.
4. And you feel unable to confront the individual or use your chain of command, or if these actions fail, contact the Military Equal Opportunity Office or the IG's office.
5. You may elect to file an informal or formal complaint.
6. Filing a formal complaint initiates the complaint clarification process.

Appeals Process:

1. The administrative appeal process applies only to formal complaints of unlawful discrimination and sexual harassment filed by military members.
2. The appeal process for dissatisfaction of an informal complaint is to file a formal complaint.
3. Both the complainant and subjects may appeal the findings of discrimination or no discrimination. File appeals through the Military Equal Opportunity office in writing, not exceeding three single spaced typed pages.

Things To Remember:

1. Document the who, what, where, when and why of the incident. Be **specific** with details of what occurred.
2. Report all allegations of discrimination or sexual harassment within 60 days of the alleged incident.
3. The Military Equal Opportunity Office cannot maintain confidentiality during the complaint clarification process.
4. If reprisals occur from filing a complaint, you should immediately contact Military Equal Opportunity Office or the IG's office.

Questions? Contact Military Equal Opportunity Office at extension 54612